

Regional Crisis Response Agency
Executive Board Meeting
June 1, 2023

11:00 AM – 12:00 PM

[Click here to join the meeting](#)

Meeting ID: 236 347 370 06

Passcode: Vj34rJ

--On-site option available--

Kirkland City Hall

123 5th Ave, Kirkland, WA, 98033

Peter Kirk Room, Lower Level

- 1) Call to Order
- 2) Roll Call
- 3) Items from the Audience
- 4) Approval of the Minutes
 - a. Minutes from Regular Meeting May 4, 2023
- 5) Adoption of Resolution R-2023-12 Appointing Members of the RCR Operations Board
- 6) Adoption of Resolution R-2023-13 Adopting Existing Operational and Safety Policies
- 7) Discussion of the proposed agenda for Principals Assembly meeting June 28, 2023
- 8) Executive Director Report
- 9) Good of the Order
- 10) Adjournment

Regional Crisis Response Agency
Executive Board Meeting
May 4, 2023

11:00 AM – Noon

[Click here to join the meeting](#)

Meeting ID: 236 347 370 06

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Kirkland City Hall

123 5th Ave, Kirkland, WA, 98033

Norkirk Room

- 1) Call to Order
Board President Kurt Triplett called the meeting to order at 11:01 am.
- 2) Roll Call
Members Present: Kyle Stannert, Stephanie Lucash, Kurt Triplett, Phillip Hill, Bristol Ellington.
- 3) Items from the Audience
There were no items from the audience.
- 4) Approval of the Minutes
 - a. Minutes from Special Meeting April 21, 2023
Kyle Stannert moved to approve, seconded by Bristol Ellington.
Vote: Motion carried 5-0
Yes: Kyle Stannert, Stephanie Lucash, Kurt Triplett, Phillip Hill, Bristol Ellington
- 5) Adoption of Resolution R-2023-10 Appointing the RCR Administrative Assistant Heather Lantz-Brazil as the RCR Board Secretary
Bristol Ellington moved to approve, seconded by Stephanie Lucash.
Vote: Motion carried 5-0
Yes: Kyle Stannert, Stephanie Lucash, Kurt Triplett, Phillip Hill, Bristol Ellington
- 6) Adoption of Resolution R-2023-11 Authorizing Investment in the Local Government Investment Pool
Phillip Hill moved to approve, seconded by Bristol Ellington.
Vote: Motion carried 5-0
Yes: Kyle Stannert, Stephanie Lucash, Kurt Triplett, Phillip Hill, Bristol Ellington
- 7) Discussion on Operations Board Composition

The Board discussed the Executive Director's recommendations for Operations Board Representatives. The Executive Director will prepare a Resolution appointing these individuals to consider at the next meeting, including an objective for the Board to revisit the composition of the Operations Board in 6 months to a year to evaluate if additional stakeholders should be added. Board Members Kyle Stannert and Phillip Hill will discuss the Bothell/Lake Forest Park Dispatch appointment recommendation separately.

8) Discussion on 2023-2024 Budget Reconciliation Framework

RCR Start-up consultant, Tracey Dunlap, presented the budget reconciliation framework and policy recommendations. The Board asked questions and agreed to review the budget reconciliation again in the fall and discuss a rate stabilization policy at that time.

9) Executive Director Report

The Executive Director shared status of grant re-application for the Washington Association of Sheriffs and Police Chiefs Mental Health First Response Team Grant and Association of Washington Cities Alternative Response Team Grant, updated the Board on the Principal's Assembly and presentations to City Councils, and previewed a future agenda item of reviewing high level operations policies in the RCR Policy Manual.

10) Upcoming Agenda Items

- a. Resolution Setting the Signature Authority Policy for RCR

11) Good of the Order

The Board discussed coordinating and sharing Ordinances that each jurisdiction may consider adopting in the event the legislature is unable to pass a fix to the Blake decision.

12) Adjournment

The RCR Executive Board Regular Meeting of May 4, 2023 adjourned at 12:10 pm.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: May 30, 2023

Subject: APPOINTING MEMBERS OF THE OPERATIONS BOARD

RECOMMENDATION:

That the RCR Executive Board appoint members of the Operations Board by Resolution R-2023-12.

BACKGROUND DISCUSSION:

At the May 4, 2023 regular meeting of the Executive Board, potential nominees/seats for the RCR Operations Board were reviewed. Below are the seats for the Operations Board as discussed.

Name	Role/ Agency	Seat
Chief Cherie Harris	Chief, Kirkland Police Department	Principal/ Police Chief
Chief Ken Seuberlich	Chief, Bothell Police Department	Principal/ Police Chief
Chief Brandon Moen	Chief, Kenmore Police Department	Principal/ Police Chief
Chief Mike Harden	Chief, Lake Forest Park Police Department	Principal/ Police Chief
Chief Kelly Park	Chief, Shoreline Police Department	Principal/ Police Chief
Bill Hamilton	Executive Director, NORCOM	Public Safety Dispatch Agency
Grace Meyers	Police Support Services Manager, Bothell/ Lake Forest Park Dispatch	Public Safety Dispatch Agency
Chief Matt Cowan	Chief, Shoreline Fire Department	Fire District, Regional Fire Authority or Fire Department
Chief Joe Sanford	Chief, Kirkland Fire Department	Fire District, Regional Fire Authority or Fire Department
Sarah Lopez	Vice President Implementation, Connections Health Solutions Crisis Facility	Partner Agency
Monique Gablehouse	Chief Operations Officer, Evergreen Health	Partner Agency
Beratta Gomillion	Executive Director, Center for Human Services	Partner Agency
Michelle McDaniel	Chief Executive Officer, Crisis Connections/ 988	Partner Agency

The Board asked the Executive Director to prepare a resolution appointing the individuals as members of the RCR Operations Board to consider at the June 1, 2023 regular meeting, including an objective for the Board to revisit the composition of the Operations Board in six (6) months to a year to evaluate if additional stakeholders should be appointed.

Board Action Requested:

It is recommended that the Board appoint the individuals listed above as members of the Operations Board by Resolution R-2023-12 attached.

Suggested motion language:

“Move to adopt Resolution R-2023-12 Appointing Members of the Operations Board and revisit the composition of the Operations Board in six (6) months to a year to evaluate if additional stakeholders should be appointed.”

List of Attachments

Resolution R-2023-12 Appointing Members of the Operations Board

RESOLUTION R-2023-12

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY
APPOINTING MEMBERS OF THE OPERATIONS BOARD.

WHEREAS, the Cities of Bothell, Kenmore, Kirkland, Lake Forest Park, and Shoreline have formed the Regional Crisis Response (RCR) Agency by interlocal agreement (ILA) to provide consolidated and expanded mobile crisis response services to the five-city region; and

WHEREAS, as set forth in Section 9. Advisory Groups; Principal's Assembly of the founding ILA, the Executive Board is to create an Operations Board to serve in an advisory capacity to the Executive Director and Executive Board; and

NOW, THEREFORE, be it resolved by the Executive Board of the RCR Agency as follows:

Section 1. The Executive Board appoints the following individuals as members of the RCR Operations Board:

Cherie Harris, Police Chief, Kirkland Police Department

Ken Seuberlich, Police Chief, Bothell Police Department

Brandon Moen, Police Chief, Kenmore Police Department

Mike Harden, Police Chief, Lake Forest Park Police Department

Kelly Park, Police Chief, Shoreline Police Department

Bill Hamilton, Executive Director, NORCOM

Grace Meyers, Police Support Services Manager, Bothell/Lake Forest Park Dispatch

Matt Cowan, Fire Chief, Shoreline Fire Department

Joe Sanford, Fire Chief, Kirkland Fire Department

Sarah Lopez, Vice President Implementation, Connections Health Solutions

Monique Gablehouse, Chief Operations Officer, Post Acute Care, Evergreen Health

Beratta Gomillion, Executive Director, Center for Human Services

Michelle McDaniel, Chief Executive Officer, Crisis Connections

Section 2. The Executive Board will revisit the composition of the Operations Board in 6 months to a year to evaluate if additional stateholders should be appointed.

Passed by majority vote of the RCR Executive Board in open meeting this ____ day of ____, 2023.

Signed in authentication thereof this ____ day of _____, 2023.

_____, President

Attest:

_____, Secretary

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: May 30, 2023

Subject: ADOPTING EXISTING OPERATIONAL AND SAFETY POLICIES

RECOMMENDATION:

That the RCR Executive Board adopt existing Kirkland Community Responder and RADAR Navigator Program operational and safety policies by Resolution R-2023-13.

BACKGROUND DISCUSSION:

As of June 1, 2023, all existing Kirkland Community Responder staff and RADAR Navigator Program staff will become City of Kirkland employees on loan to the Regional Crisis Response (RCR) Agency and under the coverage of the RCR Agency Washington Cities Insurance Authority (WCIA) Coverage Document #CT-2023. RCR staff will fall under all City of Kirkland policies and procedures as related to human resources, information technology and financial management.

As the two programs are brought together, it is our intention to evolve operations toward the vision laid out in the Interlocal Agreement (ILA) establishing the RCR Agency, and our commitment to evolve at a pace that prioritizes both community goals and staff safety. As RCR Agency staff and governance board members work toward creating new operational policies and procedures, all existing Kirkland Community Responder and RADAR Navigator Program policies remain in effect until they are replaced by new policy language, including specified jurisdictional Standard Operating Procedures.

Policies designed to keep staff safe are foundational and the following basic safety policies and protocols remain in place until and unless they are replaced by new operational policy language:

1. All responders will wear the under-shirt ballistic vest provided to them as well as any other appropriate personal protective equipment whenever they are out in the community on calls or follow-ups.
2. Crisis Responders will never respond to the community alone; they will always be accompanied to the scene by at least one first responder or colleague from the RCR Agency.
3. Crisis Responders will always notify dispatch or a supervisor of their location when they are in the field and update their location when they return from the field.

RCR Agency staff will be notified of this resolution and will be provided notification and education when new policies replace existing policies. Whenever possible, the staff team will form part of the drafting, revising and reviewing of all operational policies and procedures.

Board Action Requested:

It is recommended that the Board adopt existing Kirkland Community Responder and RADAR Navigator Program operational and safety policies by Resolution R-2023-13 attached.

Suggested motion language:

“Move to adopt Resolution R-2023-13 Adopting Existing Operational and Safety Policies which remain in effect until they are replaced by new RCR Agency policy language.”

List of Attachments

Resolution R-2023-13 Adopting Existing Operational and Safety Policies

RESOLUTION R-2023-13

A RESOLUTION OF THE REGIONAL CRISIS RESPONSE AGENCY ADOPTING EXISTING OPERATIONAL AND SAFETY POLICIES.

WHEREAS, the Cities of Bothell, Kenmore, Kirkland, Lake Forest Park, and Shoreline have formed the Regional Crisis Response (RCR) Agency by interlocal agreement (ILA) to provide consolidated and expanded mobile crisis response services to the five-city region; and

WHEREAS, as of June 1, 2023, all existing Kirkland Community Responder staff and RADAR Navigator Program staff will become City of Kirkland employees on loan to the RCR Agency and under the coverage of the RCR Agency Washington Cities Insurance Authority Coverage Document #CT-2023; and

WHEREAS, as set forth in Section 6. Agency Powers of the founding ILA, the Executive Board is to review and approve operating policies for the Agency; and

NOW, THEREFORE, be it resolved by the Executive Board of the RCR Agency as follows:

Section 1. The Executive Board adopts all existing Kirkland Community Responder and RADAR Navigator Program policies which remain in effect until they are replaced by new RCR Agency policy language. All staff will continue to follow operational protocols as specified by jurisdictional Standard Operating Procedures, including the following basic safety standards across the program:

1. All responders will wear the under-shirt ballistic vest provided to them as well as any other appropriate personal protective equipment whenever they are out in the community on calls or follow-ups.
2. Crisis Responders will never respond to the community alone; they will always be accompanied to the scene by at least one first responder or colleague from the RCR Agency.
3. Crisis Responders will always notify dispatch or a supervisor of their location when they are in the field and update their location when they return from the field.

Passed by majority vote of the RCR Executive Board in open meeting this ____ day of _____, 2023.

Signed in authentication thereof this ____ day of _____, 2023.

_____, President

Attest:

_____, Secretary

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Heather Lantz-Brazil, Administrative Assistant

Date: May 30, 2023

Subject: PROPOSED AGENDA FOR PRINCIPALS ASSEMBLY MEETING

RECOMMENDATION:

That the RCR Agency Executive Board review the proposed agenda for the Principals Assembly meeting on June 28, 2023.

BACKGROUND DISCUSSION:

The RCR interlocal agreement (ILA) Section 9c. Principals Assembly states that “the Agency shall hold a Principals Assembly not less than three (3) times per year in the first biennium of the Agency operations”, and “the agenda for the Principals Assembly shall be reported to the Executive Board no later than two weeks before such meeting by written report prepared by or at the direction of the Executive Director.”

The RCR Executive Director has drafted a proposed agenda (below) for the first Principals Assembly scheduled to meet on June 28, 2023. Considerations for discussion include providing ample time for City Administrators/Managers to work with their elected and location of the Principals Assembly meeting.

Principals Assembly Proposed Agenda

1. Welcome and Introductions
2. Review ILA and purpose/role
3. Report on services provided since 01/01/2023
4. Status report on RCR transition; operations plan for the coming quarter and/or year
5. Presentation of budget actuals and proposed framework for reconciliation
6. Initial discussion of workload and performance benchmarks, data collection strategy to inform future cost allocation by city
7. Presentation of the “Staffing Picture,” current coverage and future state when fully staffed
8. Good of the order
9. Next meeting

Board Action Requested:

It is recommended that the Board review the proposed Principals Assembly agenda and provide the Executive Director with any feedback or suggestions. Based on Board direction, the Executive Director will prepare a final agenda for the June 28, 2023 Principals Assembly.